

## Appendix A

### Regulations concerning the procedure surrounding the master's thesis

#### Article 1. General terms

The thesis is a written report of research which the student has carried out under supervision by a lecturer but with a high degree of independence. In principle, the thesis must be of sufficient quality (possibly following some modifications) to be published in an academic journal in the relevant field. The thesis must demonstrate among others that the student is able to:

- a. completely independently formulate a research question which displays insight into the methodological principles, central issues and state of the art of his or her field of research;
- b. independently formulate a realistic research plan which fulfills the criteria set in the relevant field of research;
- c. critically and analytically report on existing academic debates and propose creative solutions based on secondary literature;
- d. apply the more complex concepts/methods of his or her field to a corpus of primary source material (whether existing or collected during the student's own research);
- e. formulate ideas clearly and correctly.

#### Article 2. Scope

The study load for the master's thesis is mentioned in Appendix C. The scope of the MA thesis generally corresponds to a maximum of 1000 words per credit, including notes, bibliography and appendices.

#### Article 3. Double thesis

For the conditions that apply to write a combined thesis for multiple master's programmes see article 4.11 of the Rules and Regulations set by the Board of Examiners.

#### Article 4. Language

1. Depending on the circumstances, the thesis is written in Dutch, English or in the target language of the programme.
2. The thesis for the research master's must be written in either English or the target language of the programme.

#### Article 5. Supervision

1. The department is responsible in the early stages of the proceedings for putting the student in contact with a lecturer who will supervise his or her thesis. This should preferably take place upon commencement of the programme. This lecturer (the supervisor) must be an expert in the field of research covering the thesis topic.
2. In consultation with the supervisor, the student formulates a thesis plan and makes this known to the Board of Examiners.
3. The Board of Examiners appoints the supervisor as first reader/reviewer) of the master's thesis.
4. Following approval of the thesis plan, the student and the supervisor agree on the term within which the thesis will be handed in.
5. At the very minimum, the following communications must take place between student and supervisor:
  - a. an introductory discussion concerning the choice and scope of the thesis topic, the research question, the literature, the source materials, the general approach, consultation with appropriate experts, etc.;
  - b. a discussion of the working plan for the thesis;
  - c. a discussion of one or more intermediate stages of the thesis;

- d. at the request of the student: a discussion of the final version of the thesis, in which the evaluation of the thesis is explained.
6. If, in the course of supervision, problems should occur between the student and his or her supervisor(s), the Board of Examiners will act as mediator.

#### **Article 6. Assessment**

1. The student submits at least three hard copies of the thesis: one for the supervisor (first reader/reviewer), one for the second reader/reviewer, and one for the Department.
2. A thesis must be marked within four weeks. Between 1 June and 31 August, this period is extended to a maximum of six weeks.
3. The thesis is assessed on at least the following aspects:
  - a. the originality of the research question and the manner in which it has been put into practice;
  - b. the critical analysis of secondary literature;
  - c. the critical analysis of source materials;
  - d. language use, structure and style;
  - e. the degree of independence displayed during the research and supervision process.
4. After the final version of the thesis has been approved by the first reader/reviewer, the Board of Examiners appoints a second reader/reviewer. Should the nature or contents of the thesis make such a step desirable, a second reviewer can be appointed from experts outside the Department. The second reviewer will assess the final version of the thesis. He/she has not been involved in the supervision.
5. The second reviewer will give an assessment of the thesis, based on the assessment criteria established for the master's thesis. The final grade of the thesis is determined by the first reviewer in consultation with the second reviewer, and is substantiated on the basis of the assessment criteria indicated on the appropriate assessment form.
6. If the first and second reviewer disagree on the final mark, the Board of Examiners will act as mediator. If a settlement cannot be reached, the Board of Examiners will appoint a third examiner.

#### **Article 7. Appeals**

The student can appeal against the assessment of his or her thesis to the Examinations Appeal Board. For more information, please contact the Administrative Secretary of the Board of Examiners and/or the Coordinator of Studies.

#### **Article 8. Fraud, plagiarism, copyright**

1. Fraud is defined as any activity or omission on the part of a student that is intended to make it impossible to reach a true assessment of his knowledge, understanding and skills. Such activities or omissions include:
  - a. wholly or partly copying texts / constructions from other authors, including fellow students, without indicating this with quotation marks and without mentioning the source (plagiarism);
  - b. having a text, or part of a text, composed by another person or other persons;
  - c. inventing research data;
  - d. having course material or other information available during an examination while this is not permitted;
  - e. using his or her own work without a reference (self-plagiarism).
2. Any instance of fraud (and the suspicion of fraud) will be reported to the Board of Examiners by the reader who discovers this. The other reader will also be informed. For the sanctions that can be imposed by the Board of Examiners, please refer to article 6.5 of the Rules and Regulations of the Board of Examiners.
3. Copyright of the thesis rests with the student.